

Circuit Court for Howard County Position Announcement

**Job Title: 5th Circuit Family Law Permanency Planning Liaison
Human Services Specialist I**

**Position Type: Full Time with County benefits
(Grant Funded)**

Opening Date: April 30, 2015

Closing Date: May 21, 2015

Grade/Salary Range: I/\$47,112.00 – \$54,787.00

**Starting salary commensurate with education and
experience.**

This circuit position is responsible for monitoring all Child Abuse and Neglect (CINA) and Termination of Parental Rights cases (TPR) for the Fifth Judicial Circuit which includes Anne Arundel, Carroll and Howard County Circuit Courts.

Essential Functions:

- Maintains the Juvenile Differentiated Case Management Plans and updates when necessary;
- Reviews all pleadings filed in CINA, TPR and Adoption cases;
- Monitors court hearings and orders and reviews for compliance with state and federal requirements;
- Oversees the CINA and TPR Howard County mediation programs and coordinates mediations;
- Travels to Circuit Courts in Anne Arundel and Carroll Counties several times per month and attends regular meetings in Annapolis;
- Drafts quarterly Circuit-wide statistical reports for the Administrative Office of the Courts ;
- Coordinates all multi-disciplinary meetings for juvenile cases;
- Assists the FCCIP with special projects, conferences, and state and federal reviews;
- Coordinates and schedules meetings between the Court, DJS, SAO, OPD, Clerks' Office, Sheriff's Department, and other related agencies/persons;
- Serves as an informational resource for the Courts and related agencies and conducts training on permanency planning;
- Provides general assistance and back-up coverage in the family law office as necessary; and
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Significant knowledge of CINA and DJS/delinquency related laws and procedures.
- The ability to exercise discretion and independent judgment and interpersonal skills to interact effectively with all levels of professionals (judges, attorneys, court personnel, the public, etc.).
- Excellent organizational skills, the ability to establish priorities, be adaptable, and multi-task oriented.
- The ability to communicate effectively both orally and in writing, using proper grammar, syntax and spelling. Must be comfortable developing and making presentations before both small and large.
- Computer skills in a Windows environment and be able to use Microsoft software, such as Excel, Access and Word. Must be familiar with procedures for merging data and uploading/downloading electronic records to database files.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, fractions, and decimals. Ability to compute rates, ratio, and percent and to draw and interpret bar graphs.

Experience: Relevant experience includes 2 years experience in the child welfare system and /or court system. Experience in permanency planning requirements for CINA, TPR and co-committed delinquency cases preferred.

Education: Possession of a Bachelor's Degree in a legal and/or social work field from an accredited college or university. Five years experience within the court system working with Child Abuse and Neglect Cases or 5 years of experience in the Juvenile Court system can be substituted for a degree.

Please submit a resume, salary history and references (e-mail preferred) stating the position title by 11:59 pm of the closing date to:

Deidre Barksdale
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.